

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000077

6. OPM Certification No.

2. Reason for Submission

☐ Redescription ☐ New

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

☐ Reestablishment ☒ Other

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel ☐ Employment and
Financial Disclosure Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

Standard Position Description

10. Position Status

☒ Competitive☐ Excepted (Specify in Remarks)☐ SES (Gen.) ☐ SES (CR)

11. Position is

☐ Supervisory☐ Managerial☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive☐ 2-Non-critical Sensitive☐ 3-Critical☒ 4. Special Sensitive☒ 5. Moderate Risk☐ 6. High Risk

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Full Performance Level GS-12					
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Information Technology Specialist ()	GS	2210	12		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position

17. Name of Employee (if vacant, specify)

18. Department, Agency or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region ____

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

22. Position Classification Standards Used in Classifying/Grading Position

Administrative Work in the Information Technology Group, GS-2200

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

APPROVED FOR SERVICEWIDE USE

Heard Aug 4-28-03